



## RECRUITMENT PACK

### ASSISTANT HEADTEACHER I/C OF LEARNING & TEACHING



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## ***Welcome from the Executive Head Teacher***

Dear candidates

Thank you for your interest in Claremont High School. I am delighted you are considering being a part of our School. Claremont High school founded in 1930 by the Middlesex County Council, and was one of a number of new schools built by the council between the wars in the rapidly developing outer suburbs of London. Claremont is now a multi-specialist school. In 2012, the school gained academy status, joining many other local schools. In the autumn term of 2017 Claremont High School Academy formed a MAT. A Multi Academy Trust (MAT) is a group of institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company.

As a member of our team, you would play a pivotal role in supporting the school to deliver an uncompromised curriculum and life enriching opportunities, together with extraordinary care and support.

As a School, we are expertly placed to enable our students to flourish whilst also ensuring they are well equipped to understand and meet the challenges they face with empathy and humility. Our staff know and understand each student to enable them to find their place in the world.

We are a very popular choice for parents / carers and currently have 1643 pupils. I am very proud of our whole school community; it is a wonderful place where everyone enjoys learning and are effectively supported to maximise their potential. Our teaching and learning staff are very committed to the children and young people and strive to bring out the very best in all of them. We work extremely hard to support all our children and young people to develop the skills they will need for the future.

Our aim quite simply is “To prepare our students to reach their full potential”. We know that we are very successful in doing this because we have students, staff and parents who are totally committed to our core values of *Excellence*, *Respect*, *Aspiration*, *Enjoyment* and *Perseverance*. These are the values that are celebrated and upheld across the academy so that students of all ages and abilities are able to make exceptional progress academically, socially and personally. It is the strength of these core values that has led students to make an excellent and smooth transition from their much-loved primary schools, so they achieve excellent GCSE and A Level results. This enables them to make the transition to top universities and colleges and to secure excellent professional careers in fields such as Medicine, Finance, Law, Teaching and Business. Many have achieved sporting success well beyond the school environment and others have found true excellence in performing and the visual arts.

When it comes to academic achievement, our goal is nothing short of excellence across all three of the key stages. Pupils are able to achieve excellent results because we set the highest expectations in learning and behaviour and we provide them with a broad, balanced and enriched curriculum that meets their needs and aspirations. We have a dedicated and passionate team of well qualified and highly skilled staff who provide outstanding teaching, and this is reflected by our excellent GCSE and A-Level results which remain significantly above national averages in all headline measures year on year. This was further validated by Ofsted in both 2015 and 2010 when we achieved Ofsted Outstanding gradings, an endorsement of everything we do at Claremont.

Alongside our reputation for academic excellence, we also pride ourselves on our outstanding pastoral care, providing a very positive environment in which students thrive. As each new student joins us, we take the time to build a genuine partnership between family and school. You can be sure that your child will be nurtured and enriched in a supportive and challenging academic environment.

Our team is diverse with a healthy mix of youth and experience, with relationships between staff, students, and with parents, extremely positive and caring. Key to this are our core values of respect for ourselves, our peers and our community, whilst aspiring to achieve the best we can in our relationships and our interests.

We are committed to ensuring that the talents of all students are recognised and encouraged. Students benefit from first-class facilities and an exciting range of extra-curricular activities which develop confidence and skills for lifelong learning beyond the classroom.



N. Hyde-Boughey  
Executive Headteacher

## Chrysalis Multi Academy Trust

A Multi Academy Trust (MAT) are institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company. The board of Directors is responsible for decisions relating to how each academy is run, however, each individual academy retains its own governing body and the Trust delegates some of its functions to the governing body.



### Background on our CMAT:

Chrysalis Multi Academy Trust (CMAT) was founded in 2017. It is a MAT for local schools and we have exceptionally high ambitions for anyone and everyone we work with. Currently, we have joined with Sudbury Primary School.

### CMAT 'Our Shared Vision':

High quality education is the heart of everything we do at CMAT. This is because we know that an outstanding education unlocks the potential of all learners and provides them with a wealth of opportunities regardless of their backgrounds or their individual starting points. We believe that every young person, regardless of where they came from, or their ability or personal needs is deserving of a world class education experience at CMAT. By ensuring that every young person is given this opportunity we can enable them to achieve their full potential and to prepare them to be successful in adult life and in an ever-changing world.

Quality education is the hallmark of a forward thinking and highly cohesive society.

**Excellence:** appointing the best staff who are innovative, skilled and whose enthusiasm for facing the challenges of education in the 21st century is unparalleled, and to continue to provide opportunities for continuous professional development for all our staff.

**Responsibility:** provide a safe and secure environment where individual learners thrive as confident, independent citizens, who are accountable and reflective about their actions and decisions.

**Respect:** fostering genuine community cohesion and a set of traditional values based on discipline, respect and compassion, where we value the unique contributions of parents and carers and the wider community.

**Aspiration:** providing a broad, balanced and challenging curriculum through innovative and quality teaching, strengthened by our exciting and all-inclusive approach enabling us to be at the forefront of educational development.

**Perseverance:** providing challenging and rigorous standards of academic achievement, enabling pupils to make choices for future learning based on a range of academic and applied skills.

At CMAT we ensure that all of our learners know and understand the values that they bring to their success and the added value that is brought by others. In this way we strive to create a learning community that is built upon the foundations of fairness, cohesiveness, challenge and resilience, productivity and innovation.

We expect learners of CMAT to be confident to compete with their local, national and international peers.

Underpinning our vision and mission statement are our core values which have been defined by all of our staff and governors and which capture the values of all of our schools: Excellence, Responsibility, Respect, Aspiration and Perseverance. These expectations underpin everything we do and we are very excited to work with our partners who share this ethos.

#### **Six key principles of the CMAT:**

**Equity:** Total commitment to working together to improve the life chances of all learners through high expectations of the performance for all

**Learning:** High quality teaching and learning for all key stages

**Leadership:** Rigorous leadership that has an impact at all levels

**Curriculum:** Positive growth mindset so that we are consistently developing, achieving strength through challenge, and creating opportunities for all

**Professional Development:** High quality training and professional development for staff and governors

**Communication:** Positive professional relationships between all staff and all stakeholders.



CMAT SCHOOLS



## Our primary school

### Sudbury Primary School



Our Vision at Sudbury Primary School; *'Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning,'* reflects our aspiration for our pupils to work together and be the best that they can be, this applies to every pupil who attends our school.

The school values: Respect, Responsibility, Honesty, Kindness & Courage are celebrated and upheld across the school so that pupils of all ages enjoy learning and developing the skills they need to achieve even more success through their transition to high school.



Our modern, world-class learning environment is exceptional, this enables the school to provide an outstanding Music and Computing Suite, an exclusive Drama Studio, a well-resourced Library, and a Nature Garden to name just a few.

Teaching and learning at Sudbury is outstanding, and this is something that we are very proud of. It is this that makes such a difference to the engagement and success of all our learners and ensures that we can provide a first-class education for all.



## Whole School Vision

*Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning.*



## **What we offer...**

Thank you for your interest in working for Claremont High school Academy and considering us as your potential new employer.

Claremont High school Academy is a values driven organisation and our values are at the heart of everything we do - **Excellence, Respect, Aspiration, Enjoyment and Perseverance.**

We focus on recruiting people who are aligned to our core values as we know that this is the foundation of success for our academies and our students.

Our staff really matter to us; our expectations are high and we expect staff to support our vision and live by our core values and behaviours, but in return we believe in personal and professional development and a culture where staff are recognised and valued for their commitment and dedication. There are many career opportunities for new and existing staff who demonstrate inspiration and dedication to shaping future generations.

If you are looking for a meaningful and rewarding role and would like to make a difference, we look forward to hearing from you.

### **What can we offer:**

At Claremont we offer;

- Competitive salary
- CPD for all staff
- A supportive Senior Leadership Team who consider staff well-being
- A supportive Trainee and NQT program
- A friendly working environment
- Occupation Health
- Free access to a confidential 24/7 Employee Assistance Programme (EAP) provided through CEFM
- Great employer pension scheme (Teachers Pension Scheme and Local Government Pension Scheme)
- Union recognition
- The opportunity to develop your career within and across the Trust Schools

We strongly encourage suitably qualified applicants from all backgrounds to apply to join us to help us meet our aspirations of being a fully inclusive workplace where diversity is celebrated.

Claremont High school Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.



**ASSISTANT HEADTEACHER  
i/c OF LEARNING & TEACHING  
Responsible to: DEPUTY HEADTEACHER  
Salary range: L13 - L18**

An exciting opportunity has arisen as we are looking to appoint to our Senior Leadership Team an experienced and talented leader with a commitment to excellence within education and a passion for achievement for all.

For an April/September 2023 start the successful applicant will be an inspirational role model with substantial experience of teaching. It is a wonderful opportunity to join an experienced and established senior team in an Ofsted Outstanding school.

The role is varied and includes leadership of learning & teaching, quality assurance, leadership of appraisal, the line management of subject areas and non-teaching colleagues. Claremont High School is supportive, creative and close-knit community, where student behaviour is excellent and staff retention is high.

You will need to have the potential to become an outstanding senior leader with relevant experience and a proven track record of driving strategy for continuous improvement.

You will have demonstrable success in Learning & Teaching and you will have a passion and commitment to ensuring that all students, regardless of background, are successful.

The successful candidate should expect to lead in the following areas:

- Learning & Teaching strategic development (to include assessment for learning and homework)
- Pedagogical practitioner research
- Coordinating sharing of best practise
- Lead quality assurance across the school
- Lead Appraisal for teaching and non-teaching staff across the school
- Line-management of subject areas

The successful candidate will be able to evidence:

- An infectious passion for ensuring all students, regardless of background, receive a high-quality educational experience
- Leadership skills and energy that motivate and inspire staff
- Excellent communication and interpersonal skills/dynamism with excellent interpersonal and team building skills
- The highest level of personal and professional standards
- A problem-solving approach
- Effective change management
- A good understanding of the current educational landscape
- Personal warmth and humour, coupled with resilience

Prospective applicants are invited to visit the Academy. Please contact the Ms Panchal to make an appointment.

To apply please refer to the job description on the school's website [www.claremont-high.org.uk](http://www.claremont-high.org.uk)

1. Complete the school's application form.
2. Submit a written personal statement (not more than 2 sides of A4) detailing how your experience, qualifications and skills meet the requirements of this role.

**PLEASE SEND APPLICATIONS BY EMAIL FAO:-**

**Daxa Panchal (PA to Executive Headteacher)**

**Email: [recruitment@claremont-high.org.uk](mailto:recruitment@claremont-high.org.uk) / [admin@claremont-high.org.uk](mailto:admin@claremont-high.org.uk)**

**Closing Date: Thursday 26<sup>th</sup> January 2023 by 12pm**

*Note: The job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 & 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.*

*If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.*

Chrysalis Multi Academy Trust is an Equal Opportunities Employer.

We are committed to safer recruitment practice and pre-employment checks, including publicly available online checks in accordance with KCSIE guidance, will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our schools' community.

We reserve the right to appoint a suitable candidate prior to the deadline.

**ASSISTANT HEADTEACHER  
I/C OF LEARNING & TEACHING**

**Responsible to the Headteacher/Deputy Headteacher**

**JOB DESCRIPTION**

**Purpose and Objectives of Work:**

To share in the strategic leadership of the whole school with reference to specific areas of responsibility.

**MAIN RESPONSIBILITY**

To be responsible for the quality of learning and teaching, quality assurance across the school, leadership of appraisals and subject line management.

**SPECIFIC DUTIES**

- Leadership of Learning & Teaching across the school
- Leadership of the Learning & Teaching Team across the school
- Oversight of Learning & Teaching standards
- Monitoring of the quality of learning & teaching across the school.
- Quality assurance of key Quality of Education areas
- Reporting to Governors and Trustees
- Leadership of school policies on key aspects of role
- Leadership of whole school Appraisal, both for teaching and non-teaching staff
- Monitoring and evaluation of the Appraisal cycle to further drive school improvement
- Line-management of subject areas

**OTHER SPECIFIC DUTIES**

- To engage actively in the performance review process.
- To undertake any other duty as specified in the STPCD not mentioned in the above.
- Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**1 LEADERSHIP DUTIES**

In addition, all staff on the Leadership pay scale play a critical role in the life of the school and are expected to:

- Inspire confidence in those around them and work with others to create a shared strategic vision which motivates students and staff;
- Take the lead in enhancing standards of learning and teaching and value enthusiasm and innovation in others;
- Have the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning

It is important that your application should address and evidence the majority of the criteria of the specification by means of the application form or supporting statement.

The successful person will need to possess most or all of the following:

- Outstanding classroom practitioner
- Experience of leadership and management of a team
- Excellent skills in written and spoken English
- A high degree of professionalism
- Experience of results tracking
- Excellent interpersonal skills with colleagues, parents and students including the ability to manage people, to defuse conflict and to solve problems
- Good public speaking skills
- Belief in young people taking responsibility and making their own decisions
- Good administrator with careful attention to detail
- Pro-active, determined and energetic
- Diplomatic and discreet
- Flexible and good humoured
- Strong ICT skills
- Able to work under pressure, good time manager
- Motivator, leader
- Willing to work beyond the limits of the school day

**Any other duties that may be allocated from time to time by your Line Manager.**

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>❖ Qualified Teacher Status.</li> <li>❖ Good Honours Graduate.</li> <li>❖ Strong Academic Background.</li> <li>❖ Record of appropriate professional development.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Higher Degree</li> <li>❖ Further recent studies in competencies related to management of education.</li> </ul>
<b>Previous Experience/Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>❖ Evidence of substantial successful teaching experience.</li> <li>❖ Evidence of substantial successful experience of leading Learning &amp; Teaching</li> <li>❖ A critical understanding of current educational issues and developments.</li> <li>❖ Current and relevant CPD.</li> <li>❖ An excellent understanding of the principles of inclusion.</li> <li>❖ Proven successful middle management of at least 3 years duration.</li> <li>❖ Experience of working successfully with others, including parents and the community.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Experience in more than one school.</li> <li>❖ Senior Management experience</li> </ul>
<b>Management Skills</b>	<ul style="list-style-type: none"> <li>❖ Evidence of strong leadership and a proven team worker.</li> <li>❖ Significant curriculum leadership at Director of Learning &amp; Teaching or Head of Faculty level.</li> <li>❖ Evidence of the successful management of change.</li> <li>❖ Liaison work with parents.</li> <li>❖ Ability to articulate a vision and translate this into actual practice.</li> <li>❖ Significant contribution to self-evaluation procedures.</li> <li>❖ A clear understanding of, and commitment to, school improvement issues.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Delivery of CPD.</li> <li>❖ Experience of target-setting and data analysis.</li> <li>❖ Successful experience in both curriculum and pastoral areas.</li> </ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>❖ Vision, determination and energy.</li> <li>❖ Excellent ICT skills.</li> <li>❖ Excellent written and oral communication skills.</li> <li>❖ Confident, with the ability to motivate both staff and pupils.</li> <li>❖ A 'can do' approach to challenging professional situations;</li> <li>❖ The ability to work under pressure and make balanced judgements.</li> <li>❖ Approachable, with integrity, sensitivity and a sense of humour.</li> <li>❖ Openness and willingness to learn.</li> <li>❖ Ability to prioritise and manage time effectively.</li> </ul>	
<b>General</b>	<ul style="list-style-type: none"> <li>❖ Excellent confidential references</li> <li>❖ Consistent attendance record.</li> <li>❖ Good range of extra-curricular activities and participation in the life of the school.</li> </ul>	